



EMPLOYEE INSTRUCTIONS FOR HANDLING WORK-RELATED MEDICAL APPOINTMENTS

Employees are required to schedule work-related medical appointments around working hours. This means that you will need to attempt to schedule medical appointments around your working hours.

1. If you are unable to schedule medical appointments outside of working hours, you will need to:
 - Notify your supervisor that you have appointments that can't be scheduled around working hours.
 - Provide to your supervisor proof of the appointment schedule by obtaining it from your treating physician's office. This must be done ASAP (and when possible) at least a week before the appointments begin.
 - Contact your adjuster at PMA Management Corp to request compensation for the time missed from work due to the medical appointment. Once compensation authorization from PMA is received, you must notify your supervisor that you have received authorization to receive compensation to attend the medical appointments. **NOTE:** Pre-approval of wage loss compensation for medical appointments by PMA is required prior to the appointment, otherwise you may be required to use your personal leave.
 - Upon return from the appointment, you must continue to bring documentation to your supervisor after each appointment showing your time in and out.
 - At the end of each week (Friday) you must complete and provide to your supervisor the attached ***Time Tracker for Work-Related Medical Appointments 12-2021***.
2. Employees who are able to schedule appointments around working hours but choose to keep the appointment during their work period will be required to utilize their personal leave and receive authorization from their supervisor as they would requesting off-duty personal leave.

If you have any questions or concerns, please do not hesitate to contact the Department of Risk Management by dialing 757-727-6617. Anyone from our team will be happy to assist you.

THE TIME TRACKER FOR WORK-RELATED MEDICAL APPOINTMENTS CAN BE FOUND ON THE EMPLOYEE CONNECTION UNDER:
FORMS & RISK MANAGEMENT



TIME TRACKER FOR WORK-RELATED MEDICAL APPOINTMENTS

- Please turn this in to your supervisor (or department/division designee) **on Friday at the end of each week.**
- Follow the instructions provided in the EMPLOYEE INSTRUCTIONS FOR HANDLING WORK-RELATED MEDICAL APPOINTMENTS

Date of Appointment	Facility Name	Appointment Time IN	Appointment Time OUT	Time Returned to Work

Upon completion of this weekly form, the employee must sign and date below:

Signature

Date

Note to Supervisor:

- Upon receipt, please immediately scan and send the time tracker to the Risk_Management@hampotn.gov email.
- Please copy your payroll clerk.
- In KRONOS, you must code these appointments as: **WORKERS COMP RISK**
- Risk Management will forward this form to the Workers' Compensation adjuster at the time of receipt.

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